

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OAK GROVE SCHOOL DISTRICT
AND
OAK GROVE EDUCATORS ASSOCIATION**

This Memorandum of Understanding (“MOU”) is made and entered into by and between the Oak Grove School District (“District”) and the Oak Grove Educators Association (“OGEA”) (collectively referred hereto as “Parties”), based on the terms and conditions specified below.

Recitals

- A. On Friday, March 5, 2021 the Parties discussed revisions to our current MOU on “Instructional Programs during Distance Learning”. Specifically, the Parties discussed providing an option, on a voluntary basis, for Special Education Staff to perform essential one-on-one, in-person assessments on students.
- B. This MOU provides assessment options for our Special Education Staff to conduct essential in-person assessments of students as appropriate to comply with the law and ensure students receive the supports and services they need.

Agreement

- 1. The parties agree that the recitals set forth above are correct.
- 2. All Special Education Staff who participate in any essential in-person assessment of students are required to follow the guidelines listed below:
 - A. Unit members may elect, but are not required, to conduct in-person assessments of students while the District is in a distance learning model.
 - B. Any assessment will be conducted on a one-to-one basis (one teacher and one student).
 - C. Assessments will be completed in their normally assigned classroom or in an alternative work space, determined in collaboration with the site administrator, that provides sufficient space for compliance with social distancing protocols and adequate air circulation.
 - D. In-person assessments must be conducted during the Special Education Staff’s regular work hours and the operational hours of the District facility.
 - E. Any Special Education Staff conducting an in-person assessment shall follow the guidelines set forth in the Health and Safety portion of the Distance Learning MOU (7/31/2020) as well as the specific guidelines set forth in this MOU.
- 3. General Procedures for Conducting Essential In-Person Student Assessments:

General Guidelines:

- Perform all tasks virtually that can be done so effectively
- Keep face-to-face time as brief as possible

Appointments:

- Essential In-Person assessments shall be conducted by scheduled appointment only
- Schedule appointments with parent/guardian keeping the following in mind:
 - Avoid distance learning times whenever possible
 - Schedule as close to student meal distribution times whenever possible
 - Stagger appointments to facilitate physical distancing

Outside Space Use:

- Provide assessments outdoors, if possible, taking into consideration weather and privacy

Room Use:

- Set up the assessment space with physical distancing parameters in place
- Keep doors and/or windows open when possible
- Use plexiglass shields, as appropriate

Face Coverings:

- Face coverings will be required for all staff, students and family members following county health guidelines
- Staff may use a face shield, but not in replacement of a face covering
- Face coverings for staff and students will be made available
- Exceptions for face coverings:
 - Children younger than 2 years old
 - Anyone who has trouble breathing
 - Students and staff with medical exemptions
 - Students, teachers and staff with a hearing impairment or need to communicate with a hearing impairment, in which case a face shield with a drape or clear face covering will be used

Gloves:

- If direct contact is needed to be made with a student, use of latex-free gloves is recommended for staff
- After direct contact, dispose of gloves properly and wash or sanitize hands
- If used, gloves must be switched between each appointment
- Gloves will be provided by the District

Assessment Tools:

- Employ alternative tools or technologies to facilitate social distancing as appropriate to the discipline. Examples include: alternate testing modalities that are quicker or do not require close contact.

Cleaning and Disinfecting:

- Stagger appointments to ensure physical distancing, and allow time to clean between students
- Clean and disinfect testing materials between students, and stagger use of materials as possible
- Clean and disinfect tables, desks and plexiglass between each appointment
- Refer student or parent to designated public restroom as needed

Day Before Appointment:

- Call or email parent/guardian the day before to review the following:
 - Ask parent/guardian if anyone in their household has COVID-like symptoms, if yes, appointment must be rescheduled
 - Ask parent/guardian if they have been in close contact with anyone who has tested positive for COVID in the last 14 days, if yes, appointment must be rescheduled
 - Review "Daily Health Self Screening Document". If student or family member who will be bringing student currently has these symptoms, reschedule the appointment
 - Ask families to not bring other people with them to the appointment, if possible
 - Explain playgrounds are not open
 - Student and parent must always wear a face covering when on site
 - Families coming for an appointment will enter through the main office, to undergo health screening

Upon Arrival for Appointment:

- Staff should meet family in the main office
- Staff, student and family must be wearing a face covering
- Ask family to wash their hands or use hand sanitizer when entering the office
- Symptom screening must be conducted, using the District's screening worksheet
- Have parent sign in with date and time of visit. The sign-in should account for all family members present

During Appointment:

- Keep 6-foot distance as much as practicable
- Face coverings/appropriate face shields must be worn at all times

After Appointment:

- Disinfect surfaces and manipulative materials
- If gloves were worn, properly dispose
- Staff must wash their hands between each appointment

4. This MOU is intended to address issues related to essential in-person student assessment options by Special Education Staff during Distance Learning for the 2020/2021 School Year, and shall not create a past practice or be deemed precedential in any manner whatsoever. This MOU expires on June 30, 2021, or when the District is no longer in a distance learning model, whichever occurs first.
5. The undersigned Parties represent that they are authorized to execute this Agreement on behalf of their principals and that the Parties, by their signatures below, enter into this MOU as of the date below.

On Behalf of the District

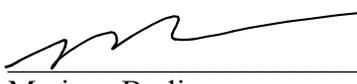
Dated: March 23, 2021



Andrew A. Garcia
Assistant Superintendent
Oak Grove School District

On Behalf of OGEA

Dated: March 22, 2021



Maripaz Berlin
President
Oak Grove Educators Association

Dated: 3/22/21



Bob Prola
Vice President
Oak Grove Educators Association